



# VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF NATIONAL DRUG CONTROL POLICY

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## MERIT PROMOTION PROGRAM

**ISSUE DATE:** November 14, 2003  
**CLOSING DATE:** December 1, 2003

**ANNOUNCEMENT NUMBER:**  
**ONDCP-04-05-RG**

*Title, Series & Grade*

**Supervisory Budget Analyst (Branch Chief)**  
**GS-560-15**  
**(\$95,987- \$124,783)**

*Vacancy Location:*

**Executive Office of the President**  
**Office of National Drug Control**  
**Washington, D.C. 20503**

**Full Performance Level: GS-15**

**AREA OF CONSIDERATION: OPEN TO STATUS APPLICANTS ONLY.**

**PLEASE NOTE:** Due to potential delays in the U.S. Postal Service, we encourage applicants to submit an electronic application or fax it to (202) 395-1262 or (202) 395-1194 to ensure safe and timely receipt of applications. We cannot guarantee that applications mailed will be received before the closing date of the announcement to receive consideration.

**DUTIES:** The Supervisory Budget Analyst (Branch Chief) within the Office of Planning and Budget (OPB), Budget Branch, Office of National Drug Control Policy (ONDCP), Executive Office of the President (EOP), is responsible for assisting in formulating the drug control budgets of the various Federal drug control agencies. The incumbent develops drug budgets consistent with the goals, priorities, and objectives of the National Drug Control Strategy; and makes recommendations about certification of Federal drug budgets. The incumbent also monitors and tracks actual versus budgeted expenditures; verifies that obligations and expenditures occur on a timely basis in accordance with the annual Strategy. The incumbent also evaluates program spending for its efficacy in achieving Strategy objectives and makes recommendations supporting programs demonstrated to be effective. The incumbent has a major role in overseeing the preparation of the National Drug Control Strategy budget; reviews government-wide drug-related regulations and formulates multi-year budget estimates and monitors financial resources available; and monitors implementation of the Strategy. In this capacity, the incumbent: Provides expert analytic advice; consultation and assistance to ONDCP senior management; and coordinates with senior staff of ONDCP and with appropriate management and policy officials in the drug program agencies in their efforts to define program objectives; formulate policy; track program and management initiatives; and assess program effectiveness. Oversees and coordinates the development process of the annual National Drug Control Strategy Budget for presentation to the President and Congress, and the management of the elaborate consultation process laid out in the legislation. Formulates multi-year budget estimates and develops the justification and background documentation for presentation to the Office of Management and Budget (OMB) and the Congress. Formulates specific drug budget initiatives for agencies and departments to include in their budget submission to the OMB. Supervises the work of the Budget

Branch staff. Assigns work based on priorities; consideration of difficulty of the assignment; and the capabilities of the employees.

**MINIMUM QUALIFICATION REQUIREMENT:** Applicants must have a minimum of one year of specialized experience at the level of difficulty and responsibility comparable to the next lower grade in the Federal service. Specialized experience is experience that is in or directly related to the work of the position to be filled.

**SELECTIVE FACTOR:**

1. Work experience which has provided knowledge of Congressional, and Office of Management and Budget (OMB) budget processes, procedures, and requirements as related to drug control policies.

**QUALITY RANKING FACTORS:**

1. Knowledge of the public policy related to drug issues.
2. Extensive knowledge of the programs and budgets of the Federal drug control agencies. Thorough understanding of the Federal budgetary process, including Executive Branch policies and procedures and the Congressional committee structure and steps involved in appropriating funds.
3. Ability to analyze complex ideas and public policy issues, and to express these policy analyses clearly, concisely, and forcefully, both orally and in writing.
4. Ability to manage and manage work schedules for a large volume of work in a high pressure environment so that diverse and conflicting requirements are met.

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.**

**APPLICATIONS WILL NOT BE RETURNED.**

**RELOCATION EXPENSES WILL NOT BE PAID TO THE APPLICANT SELECTED.**

If you omit any of the required information specified in the Optional Form 510, applying for a Federal job, your applications may rated **INELIGIBLE**. To review a copy of OF-510 on-line, please go to [www.opm.gov](http://www.opm.gov), click on the following: "Quick Index"; then "Forms"; then "Optional Forms"; and again on "OF-510").

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodations will be on a case-by-case basis.

User of the Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.

**HOW TO APPLY:**

PLEASE NOTE: Due to potential delays in the mail system, we encourage applicants to submit an electronic application or fax it to us (202 395-1262 or 202 395-1194) to ensure timely receipt of your application. **We cannot guarantee that applications, which are mailed, will be received by the closing date of the announcement.**

**THERE ARE 2 OPTIONS FOR APPLYING:**

**FAX to 202-395-1262 or 202 395-1194 the following:**

- (1) An Optional Application for Federal Employment (OF-612); or a resume; or the SF-171, Application for Federal Employment; or other written application, ensuring that all required information shown in Applying for a Federal Job, OF-510, is included in your application;
- (2) Your latest SF-50 "Notification of Personnel Action" and Performance Appraisal if you are a

- current or former Federal employee;
- (3) On a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective Factors (if any) and Quality Ranking Factors; and
  - (4) If applicable, SF-15, application for 10-point Veteran Preference

**ELECTRONIC SUBMISSION OF YOUR RESUME:** You can submit your resume from the USAJOBS web site on the Internet. After reviewing the full text of this announcement, click on the 'Submit Resume on-line' shown on this page. Create or edit your resume. Please be sure to use the space entitled "Supplemental Information" to add any additional information specified in this announcement, such as Selective Placement Factor and Quality Ranking Factors.

When you have finished and select 'Send', your resume will be sent to our agency. Electronic Resumes can only be sent using the special icon in our announcement. To apply on-line, you must prepare your resume and SEND it before midnight Eastern Time of the closing date.

After you complete and send OPM's online resume, you will receive a web page message stating that your resume (for the specified announcement number) was sent to our agency. This message serves as a confirmation of your mailing. If you do not receive this statement your resume was not successfully transmitted and you should try again.

**FAILURE TO ADDRESS THE SELECTIVE FACTOR AND THE QUALITY RANKING FACTORS WILL RESULT IN A RATING OF "NOT QUALIFIED".**

**SECURITY CLEARANCE:** This position requires the selectee to obtain and maintain a security clearance. This means that a full field background investigation will be conducted including appropriate credit checks. Any offer made is considered a tentative job offer pending the outcome of pre-employment interviews and any additional information obtained prior to the initiation of a full background investigation. This agency has the right to rescind the tentative offer at any time before the actual starting date of employment based on any negative information that may be found during the preliminary security and/or credit check. The position also requires the incumbent to be able to obtain a Top Secret clearance based on a current Special Background Investigation and be eligible for special compartmental access.

**DRUG TESTING:** The applicant tentative selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.

**EEO STATEMENT:** Applications will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical handicap. Disabled applicants, Disabled Veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status are eligible to apply regardless of the area of consideration and should clearly specify their special eligibility of their application.

**CITIZENSHIP:** Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

**Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.**

## **SPECIAL NOTE:**

Displaced employees requesting special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP). If you are a displaced Federal employee, you may be entitled to receive priority consideration under the ICTAP. To receive consideration you must:

1. Be a displaced Federal employee. The following categories of candidates below (A and/or B) are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation notice, letter from OPM, or a Certificate of Separation from your agency documenting your priority consideration status.

A. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement under section 8337 (h), or 8456 of title 5 United States Code;

OR

B. Current or former career or career-conditional (tenure group 1 or 2) competitive service employees who: received a specific RIF separation notice; or separate because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or retired with a disability and whose disability annuity has been or is being terminated; or upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a SF-50 that indicates "Retirement in Lieu of RIF"; or under the discontinued service retirement option; or was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

2. Be applying for a position at or below the grade level of the position from which you were being separated. The position must not have greater promotion potential than the position from which you are being separated.

3. Have a current performance rating of record (or last) of at least fully successful or equivalent (does not apply to candidates who are eligible due to compensable injury or disability retirement).

4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

5. File your application by the vacancy announcement closing date and meet all the application criteria.

6. Be rated well qualified for the position. To be considered well qualified you must earn a score of 90 or above (prior to the assignment of veterans' preference points) on the rating criteria developed for this position. Applicants must address the selective and quality ranking factors in order to receive a rating.